



King's College School  
*The British School of Madrid*

La Moraleja

## **Staff Code of Conduct**

This policy contains specific information regarding Staff Code of Conduct in relation to staff behaviour and safeguarding (as found in Appendix 6 in the Child Protection policy).

### **Code of Professional Ethics**

#### **Moral Leadership**

All staff in a school are in a leadership position in relation to the pupils in their charge. That leadership position brings with it not just a responsibility for the care and welfare of the pupils but also for their moral development. This means that staff need to be seen to observe the highest standards of integrity in their personal behaviour. It also means that they should be seen to live by and not just advocate universal values. Actions always speak louder than words. Remember, you are a role model to pupils.

#### **Professional Code for Teachers**

- You must uphold standards of personal and professional conduct, honesty and integrity so that colleagues and parents have confidence in you as a teacher, in the School and in teaching as a profession
- You should observe confidentiality in respect of any discussions with other individual teachers about professional problems and difficulties. As a teacher you may be called upon to make difficult decisions regarding pupils and in exercising judgement, you should think carefully about implications and potential consequences of options available to you.
- If you experience any concern or dissatisfaction in relation to a colleague's conduct or standard of work you should discuss the issue informally and in confidence with the colleague concerned. Where the issue is not resolved informally you should take no further action without informing the colleague. Should you have reason to believe that a colleague is acting in a way which might be harmful to the school or to individual pupils then there is a clear duty to make a report to the Headteacher.
- You should not denigrate colleagues in the presence of third parties: or criticise a colleague in the presence of others unless in the context of appropriate procedures.
- You must at all times maintain professional boundaries and avoid improper contact with pupils or parents.
- As a teacher, you have access to confidential information which may be provided by any one of, or combination of, a number of resources. Reports on children and their family circumstances may be received from parents, social workers, police, local authority officers, teachers, doctors and medical staff and others. Teachers must use their professional judgement regarding the confidentiality of such information, bearing in mind the requirements of the law and the best interests of the children. The Headteacher should be consulted before decisions are taken concerning the divulgence of confidential information.



## King's College School

### *The British School of Madrid*

---

#### La Moraleja

- Gossip about pupils, families or colleagues is not tolerated.
- Effective consultation between teachers takes place in an atmosphere of mutual respect for the professional expertise and a recognition and understanding of the various responsibilities, of those involved. You should be able to express freely your considered professional opinions while recognising the responsibilities borne by colleagues.
- Teachers with responsibility for the organisation of the work of other colleagues will ensure that all members of staff have knowledge and a clear understanding of the duties and responsibilities to which they are allocated and of the procedures and practices relevant to the day to day operation of the School.
- If changes are to be made in the organisation of the School on a short or a long term basis, they will normally be preceded by consultation with the teachers concerned and clear and adequate information will be supplied to those affected before implementation. It must be recognised that sometimes decisions have to be made as matters of urgency without prior consultation.
- Parents making complaints or allegations concerning teachers should be referred to the Headteacher who will take no action concerning the complaint or allegation until there has been consultation with the teacher concerned.
- Whilst it is recognised that pupils will from time to time discuss their work and progress with teachers, particularly those teachers who undertake pastoral care, you should ensure that you maintain the delicate balance between taking a close interest in the welfare of pupils and the avoidance of entering into discussions about the conduct, competence or efficiency of other teachers.
- You should not behave in such a way as to bring the School in disrepute.

### **Confidentiality**

Any School information/records including details of pupils, parents and employees whether actual, potential or past, other than those contained in authorised and publicly available documents, must be kept confidential unless the Headteacher's prior written consent has been obtained. This requirement exists both during and after your employment. In particular, you must not use such information for the benefit of any future employer.

You must comply with further confidentiality clauses contained in your individual contract of employment. Where a teacher is facing an allegation of a criminal offence involving a pupil registered at the School, the teacher is entitled to anonymity until the teacher is either charged with an offence or the anonymity is waived by the teacher. If publication is made on behalf of the School, the School, including senior management and governors could be prosecuted. If a teacher is charged with such an offence all communication must be directed through the Headteacher or the Chair of the Governors who will have authority to deal with the allegation and any enquiries to ensure this restriction is not breached. If a member of staff is found to have breached (whether intentionally or otherwise) this duty, any accusations will be dealt with under the School's Disciplinary Procedure.



King's College School  
*The British School of Madrid*

La Moraleja

### **Communications with the Media**

You must not speak to or communicate with the media on matters concerning the School's affairs or regarding your position in the School without the prior written permission of the Headteacher. This includes postings on social media, e – petitions etc., where you may be identified as an employee of the School.

### **Use of Telephone, E-Mail Systems and Internet**

#### **Use of personal Mobile Phones**

You are not permitted to use your mobile phone to make or receive telephone calls during the working day other than at break times or during non-contact periods. Such calls should only be made from the Staff room – not the classroom or other public areas within the School. Such calls should not disturb other members of staff.

Mobile phones should never be used when children are present either for making / receiving calls or use of social media. No photographs or videos of the children should be taken on school premises on personal mobile phones or any other personal devices. This is both for your own and the children's protection.

If you bring a mobile phone onto school premises it should be kept securely and out of sight at all times. Phones should not be left on desks.

The School does not accept responsibility for loss or damage to phones or other personal devices brought onto its premises.

Please refer to the School's Mobile Phone Policy for further guidance.

#### **Use of Computers**

Computers are increasingly becoming an integral part of our lives, both working and personal. Use of the Internet, sending and receiving e-mails are very simple operations and their ease of use can be their biggest drawback. Please make sure that you are familiar with and adhere to the following policy.

This Policy applies to the use of:

- all internet and electronic mail facilities, multi-user computers, workstations, microcomputers, and any networks connecting them provided by the School;
- all hardware including but not limited to smart phones, tablets and laptops owned, leased, rented or otherwise provided to a member of staff and connected to or otherwise accessing School networks or other facilities.



King's College School  
*The British School of Madrid*

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La Moraleja

The system must be used only in connection with your duties for which the School employs you.

Limited use of e-mail and Internet facilities (except Social Media) for personal purposes is permitted. The School acknowledges that personal use may occur from time to time. Any such use must be in accordance with this Policy and must not disrupt staff duties. Abuse or excessive use of the e-mail and/or Internet will be dealt with through the disciplinary procedure.

You must not interfere with the work of others or the system itself. The facilities must be used in a responsible manner - in particular, you must not:

- create, transmit or cause to be transmitted material which is designed or likely to cause annoyance, inconvenience, needless anxiety or offence, and you must not create, transmit or cause to be transmitted offensive obscene or indecent material;
- create, transmit or cause to be transmitted defamatory material;
- create, transmit or cause to be transmitted material such that the copyright of another person is infringed;
- download any files unless virus scanned;
- use networked computing equipment for playing computer games;
- gain deliberate unauthorised access to facilities or services accessible via local or national networks;
- transmit by e-mail any confidential information of the School otherwise than in the normal course of your duties;
- send any message internally or externally which is abusive, humiliating, hostile or intimidating;
- join any mailing groups or lists without the consent of the Headteacher.
- you must not gain unauthorised access to or violate the privacy of other people's files, corrupt or destroy other people's data or disrupt the work of other people;
- disclose passwords to third parties without the consent of the School.

You must:

- observe this policy at all times and note the disciplinary consequences of noncompliance which in the case of a gross breach or repeated breach of the Policy, may lead to dismissal;
- ensure that you use the School standard e-mail sign off and disclaimer for all external e-mail;
- produce and write e-mails with the care normally given to any form of written communication;
- appreciate that electronic mail is relatively insecure and consider security needs and confidentiality before transmission. The School reserves the right to monitor staff communications including accessing staff e-mail's in order to;
- establish the existence of facts



## King's College School

### *The British School of Madrid*

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#### La Moraleja

- ascertain compliance with regulatory or self-regulatory procedures
- monitor standards which are achieved by people using the system in the course of their duties and for staff training purposes
- prevent or detect crime
- investigate or detect unauthorised use of the School's telecommunication /IT system
- ensure the effective operation of the system such as protecting against viruses, backing up and making routine interceptions such as forwarding e-mails to correct destinations
- gain access to routine business communications for instance checking voice mail and e-mail when staff are on holiday or on sick leave

#### **Social Media**

A social networking site is any website which enables its users to create profiles, form relationships and share information with other users. It also includes sites which have online discussion forums, chat-rooms, media posting sites, blogs and any other social space online. It includes, but is not limited to, sites such as Facebook, Snapchat, Instagram, Ping, Twitter and Wikipedia. It is not intended to affect your ability to use LinkedIn or other social sites for purely professional purposes including marketing of the School.

This policy applies to the use of social media for both business and personal purposes, whether during School working hours or otherwise. The policy applies regardless of whether the social media is accessed using School IT facilities and equipment or equipment belonging to members of staff or any other IT equipment.

Breach of this policy may result in disciplinary action up to and including dismissal. Disciplinary action may be taken regardless of whether the breach is committed during working hours, and regardless of whether School equipment or facilities are used for the purpose of committing the breach. Any member of staff suspected of committing a breach of this policy will be required to co-operate with the School's investigation, which may involve handing over relevant passwords and login details so far as this is consistent with the right of an individual to private and family life.

You may be required to remove internet postings which are deemed to constitute a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.

#### **Implementation of this Policy**

The Headteacher has overall responsibility for the effective operation of this policy, but has delegated day-to-day responsibility for its operation to King's Group ICT Technical Staff. Responsibility for monitoring and reviewing the operation of this policy and making



King's College School  
*The British School of Madrid*

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La Moraleja

recommendations for change to minimise risk also lies with the ICT Technical Staff and will be reported to the SLT.

All members of the Senior Leadership Team have a specific responsibility for operating within the boundaries of this policy, ensuring that all staff understand the standards of behaviour expected of them and if necessary enforcing this policy by taking action when behaviour falls below its requirements.

All staff are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misuse of social media should be reported to the Headteacher.

Questions regarding the content or application of this policy should be directed to the Headteacher.

### **Relationship with other School Policies**

If an internet post would breach any of the School policies in another forum it will also breach in an online forum. For example, you are prohibited from using social media to:

- breach School obligations with respect to the rules of relevant regulatory bodies;
- breach any obligations you may have relating to confidentiality;
- breach School Disciplinary Rules;
- defame or disparage the School or our affiliates, parents, staff, pupils, business partners, suppliers, vendors or other stakeholders;
- harass or bully other staff in any way
- unlawfully discriminate against other staff or third parties or breach School Equal Opportunities policy;
- breach School Data Protection policy (for example, never disclose personal information about a colleague, pupil or parent online);
- breach any other laws or ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself or by making misleading statements).

Behaviour online can be permanent and so you must be extra cautious about what you say as it can be harder to retract.

You must also be aware of the particular risks to internet security that social media presents and so, to comply with the existing School policy on internet security (para. 4. 8 above), you must take any extra measures necessary to not allow any of your actions on social media sites to create vulnerability to any School systems.

Staff who breach any of the above policies will be subject to disciplinary action up to and including termination of employment.



King's College School  
*The British School of Madrid*

La Moraleja

### **Responsible Use of Social Media**

You must be aware that your role comes with particular responsibilities and you must adhere to the School's strict approach to social media.

You must:

- ensure that wherever possible privacy settings on social media sites are set so that pupils cannot access information relating to your personal life;
- carefully consider who you have as social media Friends / contacts so that pupils cannot access your account through common friends / contacts
- obtain the prior written approval of the Headteacher, to the wording of any personal profile which you intend to create where the School is named or mentioned on a social networking site;
- seek approval from the Headteacher before speaking about or make any comments on behalf of the School on the internet or through any social networking site;
- report to the Headteacher or a member of the SLT immediately if you see any information on the internet or on social networking sites that disparages or reflects poorly on the School;
- immediately remove any internet postings which are deemed by the School to constitute a breach of this or any other School policy;
- consider whether a particular posting puts your effectiveness as a staff member at risk;
- post only what you want the world to see.

You must not:

- provide references for other individuals, on social or professional networking sites (e.g. Linked In), as such references whether positive or negative can be attributed to the School and create legal liability for both the author of the reference and the School;
- post or publish on the internet or on any social networking site, any reference to the School, colleagues, parents or pupils;
- use commentary deemed to be defamatory, obscene, proprietary, or libellous. You must exercise caution with regards to exaggeration, colourful language, guesswork, speculation, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations;
- discuss pupils or colleagues or criticise the School or staff;
- post images that include pupils;
- initiate friendships with pupils or parents on any personal social network sites;
- accept pupils as friends on any such sites; staff must decline any pupil-initiated friend requests and inform the Headteacher of the approach;



King's College School  
*The British School of Madrid*

La Moraleja

### **Personal Use of Social Media**

Personal use of social media is never permitted by means of School computers, networks and other IT resources and communications systems.

Use of social media on your own smart phones or tablets during the working day is also discouraged. If you do choose to use social media during lunch breaks it is forbidden to upload any images taken on school premises. The rules around responsible use of Social media must also be adhered to.

Excessive use of social media that interrupts staff productivity will be subject to a disciplinary procedure, consistent with this policy.

The School prohibits staff from using their work email address for any personal use of social media.

### **The Monitoring of Social Media**

The contents of School IT resources and communications systems are our property. Therefore, you should have no expectation of privacy in any message, files, data, document, facsimile, telephone conversation, social media post conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on our electronic information and communications systems.

The School reserves the right to monitor, intercept and review, without further notice, your activities using School IT resources and communications systems, including but not limited to social media postings and activities, to ensure that our rules are being complied with and for legitimate business purposes and you consent to such monitoring by your use of such resources and systems. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

The School may store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice.

Do not use our IT resources and communications systems for any matter that you wish to be kept private or confidential from the organisation.



King's College School  
*The British School of Madrid*

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La Moraleja

### **Dignity at Work**

You should not engage in any behaviour or conduct which may amount to harassment of another person at work. Harassment of any kind is regarded as a disciplinary offence and in serious instances may lead to instant dismissal.

Harassment may take the form of unwanted conduct which is related to a relevant 'Protected Characteristic' (Equality Act 2010) which is perceived as affecting an employee's dignity at work. It may also take the form of unwanted conduct towards someone based on their appearance or other personal characteristics which is perceived as affecting their dignity at work. It is not only unwanted physical contact, assault or propositions; it includes suggestive remarks or gestures, pin-ups, graffiti, offensive comments, jokes and banter. Harassment may include bullying, intimidatory behaviour, persistent teasing or constant unfounded criticism of the performance of work tasks, unfair allocation of work and responsibilities, or exclusion from normal work place conversation. It may be directed towards one individual or a group. A single incident can amount to harassment if sufficiently grave.

### **Procedure**

- If you consider that you have been the recipient of unwanted conduct amounting to harassment, it is open to you to try to resolve the problem informally with the other person, either face to face or in writing. If this is not appropriate or has not been successful, you may raise a grievance. All such grievances will be dealt with sensitively and in confidence as far as reasonably practicable to progress the complaint. Both during the investigation of the complaint and afterwards (whatever the outcome), consideration will be given to ensuring that you and the alleged harasser are not required to work together against your wishes.
- If you consider that you have been subject to discrimination of any form, you should inform the Headteacher. If you consider you have been subject to discrimination by the Headteacher, you should inform the CEO of King's Group.
- The School will seek to ensure that you are not in any way penalised whether directly or indirectly for bringing a complaint and the situation will be monitored to ensure that the harassment has stopped.
- False or malicious allegations will be treated as a disciplinary offence. Retaliation against a member of staff who complains of harassment can be expected to lead to disciplinary action.



King's College School  
*The British School of Madrid*

La Moraleja

### **Daily Conduct Requirement**

This Code of Conduct should be read in conjunction with the School's Child Protection Policy and Staff handbook which can be found on the staff server. Staff are also required to read and understand Part 1 of the Department for Education's statutory guidance on safeguarding children and safer recruitment in education, Keeping Children Safe in Education.

### **Attendance and Timekeeping**

Should, exceptionally, you need to be absent or expect to be late for any reason, you should ask the Head of school or Headteacher, in advance when possible.

If you are sick or absent for any other reason without advanced permission you should act as follows:

- All school staff should contact the Deputy Head at the earliest opportunity, preferably the night before or by 7.00am at the latest, on the first day of absence.

### **Smoking**

To comply with legislation and to promote a healthy and pleasant working environment and because of the fire risk, smoking in any form, including the use of e-cigarettes is not allowed anywhere on site.

### **Alcohol and Illegal Drugs**

All staff must comply with the Drug and Alcohol Related Incidents Policy. Consumption of alcohol is not permitted on site save where at a school function or otherwise agreed when modest amounts of alcohol may be consumed.

The School has a zero tolerance policy to the consumption of illegal or non-prescribed drugs on the premises.

Employees' conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties.

### **Security**

In the interests of security, employees must challenge any unaccompanied person on site, who they do not recognise and who is not wearing a Visitors badge.

You must not remove any School documents from the site nor take any photographs without permission. For the purpose of this clause, "Confidential Information" means information in



## King's College School

### *The British School of Madrid*

---

La Moraleja

whatever form (including, without limitation, in written, oral, visual or electronic form or on any magnetic or optical disk or memory and wherever located) relating to the School, pupils and their families, staff, the Governors, or regarding the affairs and finances of the School for the time being confidential to the School, whether or not such information (if in anything other than oral form) is marked confidential.

The School reserves the right to search the outer clothing, bags, lockers and vehicles, etc. of employees whilst on site. You may have a colleague in attendance on such (rare) occasions.

All staff members must wear their blue King's lanyards at all times.

### **Personal Appearance**

The School regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore whilst not wishing to impose unreasonable obligations you are, nonetheless, required to look smart in appearance.

### **Dress Code**

Teachers, teaching assistants, Erasmus students and other members of staff are expected to look professional at all times and to dress in an appropriate manner. The dress code reflects the underpinning ethos that all staff act as role models to our pupils and that therefore there should not be obvious discrepancies between the standards we ask of both pupils and staff. Thus, staff are expected to dress smartly at all times and items such as denim jeans, shorts, trainers or untidy, creased clothing or un-polished shoes are not permitted.

All clothing must conform to that expected of a smart office environment (i.e. not beachwear, such as sleeveless tops and flip flops). These guidelines also apply on pupil non-uniform days and on Monitoring days, particularly if parents are going to be present at school. However, staff are allowed to join in with the non-uniform day themes.

Male members of staff should wear a shirt, tie and jacket during the winter uniform days, and shirt and tie during the summer uniform time. The wearing of discreet jewellery is permitted; however, male staff members are requested not to wear earrings or make-up during school days.

If female members of staff wear trousers they must be full length and not cropped or  $\frac{3}{4}$  length. Shoes must be 'filled in' and 'open-toe' style shoes should be avoided for Health & Safety Reasons. In any case casual sandals or flip flops are not allowed during school days.



King's College School  
*The British School of Madrid*

La Moraleja

During PE lessons, teachers are encouraged to wear sports clothes. PE staff should bring their office wear on days when they have meetings with parents.

During a 'messy session', such as Art, or with younger children, staff may wear an overall to protect their clothing.

Science teachers should wear suitable protective clothing during practical sessions and lab-coats are provided.

All piercings (except earrings for female members of staff) and tattoos should not be visible at any time.

\* PE & Games Staff are provided with Sports uniform which may also be worn for lessons when appropriate i.e. between PE or Games sessions.

On school trips where children wear school uniform, staff should wear their usual work attire. On trips where children do not wear school uniform, staff should wear clothes appropriate to the trip.

All EYFS, Teaching Assistants and interns will wear the King's uniform.

Protective clothing will be made available for staff where appropriate and subject to risk assessment.

**Staff Code of Conduct – Staff Guidance on Interaction with Pupils (in relation to safeguarding)**

**Position of Trust**

As a result of their knowledge, position and/or the authority invested in their role, all adults working with children and young people in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people and all members of staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Wherever possible, staff should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential. It is an offence for a person aged 18 or over, such as a teacher, to have a sexual relationship with a child under 18 where that person is in a position of trust.



King's College School  
*The British School of Madrid*

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La Moraleja

### **Staff Behaviour**

In general, pupils should be encouraged to discuss with their parents or guardians issues that are troubling them. It may be appropriate to suggest that a pupil sees any member of staff or member of the medical staff.

Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. They need to treat all pupils with respect and try, as far as possible, not to be alone with a child or young person. Where this is not possible, for example, in an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are within earshot. Where possible, a gap or barrier should be maintained between teacher and child at all times. Nursery staff who need to change a child's clothing should ensure that another member of staff is nearby.

Any physical contact should be the minimum required for care, instruction or restraint. Staff must not take one pupil on his/her own in a vehicle

### **Communication with Pupils**

Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by text message, personal email or any social media. In the unlikely event that they need to speak to a pupil by telephone, they should use one of the school's telephones and email using the school system.

### **Physical Contact with Pupils**

The current climate of suspicion with regard to child abuse poses a real dilemma for caring adults. This is true in all schools but especially so where schools take a pride in fostering a family atmosphere. In order to protect children from abuse, and staff from suspicions of abuse, the natural inclination to comfort and reassure children through physical contact has to be curbed, and impulse restrained, by a considered assessment of the situation.

This does not mean that physical contact is never permissible. It does mean that adults touching children must operate within understood limits (and in public view) and that contact outside those limits must be a considered response which can be justified if necessary. Where those limits lie will vary according to the age of the child and the role of the member of staff. A young child may well require comforting and reassurance. Prohibition of any physical contact would clearly not be to the benefit of the child.

One would expect the need and desirability of such contact with older pupils to be considerably less, although even in these circumstances, situations could arise in which it would be a natural and human occurrence. The death of a pupil, for example, might make it natural for pupils and



## King's College School

### *The British School of Madrid*

---

La Moraleja

teachers to grieve together and touching would be neither unusual nor undesirable, so long as it was agreeable to both parties and limited.

It would be impossible to lay down rigid rules about what is and is not permissible. Awareness-raising through in-service training should provide opportunities for staff to explore acceptable limits through discussion of case scenarios.

Common-sense is a good guide, but it must be informed common-sense. Child abusers often seek to gain the trust and confidence of children by seeming to care and then exploiting that trust. It is important for caring adults to understand that too-generous limits which can be operated satisfactorily by some can be exploited by others with less worthy motives.

Physical Contact may be for the purpose of care, instruction or restraint. Staff should always be able to justify resort to physical contact in any situation. The nature of the contact should be limited to what is appropriate. Restraint should involve only the minimum of force necessary to protect children at imminent risk of harming themselves or others, or inflicting damage to property. Colleagues should, where possible, be summoned to witness and assist if necessary.

Please refer to The Child Protection Policy on interaction and intervention with pupils in relation to safeguarding.

### **Opportunities (One to one meetings/School Trips)**

Opportunities for abuse exist in all schools, especially in one-to-one situations, e.g. children receiving extra help, music lessons, interviews, sick room, etc. Abuse can develop out of favouritism and development of excessive one-to-one contact. The simplest advice would be to try, so far as possible, to avoid being alone with a child or young person. This may prove difficult, especially in a situation where it might be seen as beneficial for a child to have some opportunity for one-to-one contact with an adult. Where one-to-one contact does happen, it should be arranged sensibly with others, where possible, within earshot or vision. Wherever possible, staff should keep a physical distance from pupils.

Excursions out of the School, especially residential excursions, can provide opportunities for abuse. Members of staff leading such trips need to be aware of this and be very vigilant regarding access of others to our pupils. Care should be taken to ensure that there are sufficient adults to provide proper supervision.

### **Remarks**

Salacious or demeaning remarks should never be made to or in the presence of children and young people. Remarks about a child's physical characteristics or development, or suggestive or derogatory comments could fall into this category.



King's College School  
*The British School of Madrid*

La Moraleja

### **Attachments**

Staff are strongly advised to share concerns with a senior colleague if:

- they suspect that a child or young person is becoming inappropriately attached to them or to another member of staff or voluntary helper (in this instance the Whistleblowing policy should be followed, or
- their relationship with, or feelings toward a child or young person are placing them at risk of unprofessional behaviour

### **Technology**

Where photographs are taken by staff to give evidence of children's progress, photos can only be taken on school cameras and IPADS. They must then be downloaded onto school computers, where they will be monitored. Photos cannot be used or passed on outside the school. Photographs of children will only be used on the school's website with their parents' permission (provided in writing via consent form).

Mobile phones should never be used when children are present either for making / receiving calls or use of social media. No photographs or videos of the children should be taken on school premises on personal mobile phones or any other personal devices.

**Further information and guidance can be found in the Staff Handbook, Child Protection policy, Whistleblowing Policy and Mobile 'Phone policy.**

<b>Created and Reviewed by :</b>	<b>Policy Category:</b>
Dawn Akyurek October 2016	
<b>Approved by :</b>	<b>Next Review: October 2017</b>
Elena Benito	
<b>Approved by KGB</b> December 2016	<b>Next Review:</b>